

REASON FOR					POSITION DESCRIPTION COVER SHEET		
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE				5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE				9. INCUMBENT (Optional)			
OFFICIAL							
10. TITLE Office Automation Clerk							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		
GS	326		02	MONTH/DAY/YEAR	YES	NO	
				4/22/02			
17. CLASSIFIER MS							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		
					23. Date		
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-2	200	6. Personal Contacts	Level 1			
2. Supervisory Controls	2-1	25	7. Purpose of Contacts	A	30		
3. Guidelines	3-1	25	8. Physical Demands	8-1	5		
4. Complexity	4-1	25	9. Work Environment	9-1	5		
5. Scope and Effect	5-1	25	27. TOTAL POINTS		27. 340		
Grade based on Office Automation Grade Evaluation Guide, / Off. Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd11/ 90)					28. GRADE	28. 02	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA				30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N				Standard Job#326-02		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				02	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	326		0001	OFF AUTOMATION CLK

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DAY YEAR
				04 22 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0 N 0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C	1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk	02OC

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	Slate (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR
							04 22 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. (4)
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)	
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.
Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.
	9=Other

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #326-02

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Uses office automation equipment and software to type and edit a variety of standard documents in accordance with established, routine procedures. Types final, error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar.

Maintains office files, directives, and references.

Receives incoming telephone calls and visitors and refers them to appropriate staff member(s).

Receives and routes incoming mail to office staff.

Sends and receives documents electronically and operates photocopy machines.

Types travel authorizations and vouchers and other standard office forms.

B. Evaluation Factors

1. Knowledge Required by the Position FLD 1-2 200 pts.

Skill in operating an electronic typewriter, word processor, microcomputer, and/or computer terminal to produce work accurately and efficiently. Skill in operating related equipment, such as printers. A qualified typist is required.

Basic knowledge of office automation software package(s) to type, edit, print, and retrieve documents.

Basic knowledge of office terminology and procedures to accomplish assigned tasks, refer visitors and callers, and maintain files.

Knowledge of grammar, spelling, capitalization, and punctuation to type a variety of standard forms and documents.

**Office Automation Clerk
GS-326-2**

Standard Job #326-02

2. Supervisory Controls FLD 2-1 25 pts.

The supervisor provides clear, specific instructions for assignments. Assignments are accomplished in accordance with detailed procedures. Supervisory guidance is sought on all matters not specifically covered by these procedures. Work is reviewed in progress and/or in draft and upon completion for accuracy, completeness, and conformance to procedures.

3. Guidelines FLD 3-1 25 pts.

Specific, detailed guidelines are available and apply to all aspects of assignments. Guidelines include software package user manuals, dictionary, correspondence manual, office procedures, and sample work products. The clerk adheres to guidelines without deviation. All problems are referred to the supervisor.

4. Complexity FLD 4-1 25 pts.

Assignments consist of several prescribed and related tasks. The tasks assigned are performed repetitively and are easily mastered. The clerk is confronted with limited alternatives; therefore, few decisions are required.

5. Scope and Effect FLD 5-1 25 pts.

The purpose of the position is to provide typing and clerical support. Duties performed facilitate the work of others in the organization.

6. Personal Contacts Level 1

Contacts include coworkers, office visitors and callers, and support services office personnel.

7. Purpose of Contacts Level A 30 pts.

Contacts are for the purpose of receiving assignments, taking and relaying messages, directing callers and visitors to the appropriate staff member, obtaining information, and resolving discrepancies.

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8. Physical Demands FLD 8-1 5 pts.

Work is primarily sedentary. Some walking, standing, bending, and carrying of light items is required.

9. Work Environment FLD 9-1 5 pts.

Work is performed in an office setting.

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

Total Points = 340 Pts.

Grade Conversion = GS-326-2 (255-450 points)

August 9, 1996